



# AURORA PUBLIC SCHOOLS

Division of Human Resources  
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~ People first. Pathways to possibility. ~

## Manager, Compensation

Work Year: 261 Days

Department: Human Resources

Reports To: Director of Total Rewards & Employee Wellbeing

Salary Range: APT 4

FLSA Status: Exempt

[View the APT salary scale](#)

[Visit our interactive map](#) where you can find out more information on each individual school, such as highlights, school data, demographics, and more.

[Aurora Public Schools Compensation and Benefits](#)

## Role Purpose and Strategic Impact

The Compensation Manager advances Aurora Public Schools' ability to attract and retain high-quality talent through equitable, transparent, and competitive compensation practices.

This role supports the Director of Total Rewards & Employee Wellbeing by overseeing compensation operations, leading the compensation team, and ensuring programs, policies, and systems align with Destination APS priorities.

## Summary

The Compensation Manager oversees district compensation programs and supervises the compensation team. This role manages salary structures, job classifications, compensation policies, and agreements for services (AFS) to ensure equitable, compliant, and consistent pay practices.

The role leads compensation analysis and market benchmarking while enhancing data integrity, system functionality, and process efficiency within Oracle HCM, supporting workforce planning and operational decision-making.

## Essential Duties and Responsibilities

*Listed below are the essential functions required to achieve the purpose of this job. The functions are not an exhaustive list of the duties and responsibilities of this role. Time percentages are estimates and may vary by location and/or assignment.*

### Compensation Leadership and Program Administration (40%)

- Lead and supervise the district's compensation team, including assigning work, setting priorities, and monitoring the completion of compensation-related processes.
- Oversee the administration of compensation programs for classified and administrative/professional technical employees to ensure equitable and consistent pay practices.

- Guide the development and maintenance of job classifications and salary structures aligned with district compensation policies.
- Provide guidance to district leaders on compensation processes and job evaluations
- Oversee compensation processes related to agreements for services (AFS), stipends, and other non-contracted compensation arrangements.

### **Market Analysis, Structure Design, and Strategic Compensation Planning (35%)**

- Lead market benchmarking, salary surveys, and analysis to maintain competitive and equitable pay structures
- Analyze compensation data to support workforce planning, budgeting, and organizational decisions
- Model financial impacts of staffing changes, reclassifications, and new positions
- Support the development and maintenance of salary structures and compensation programs
- Prepare reports and insights to support data-informed decision-making

### **Systems, Data Alignment, and Process Improvement (20%)**

- Lead efforts to streamline compensation processes and improve operational efficiency
- Develop and maintain standard operating procedures (SOPs), process documentation, and training resources related to compensation administration.
- Collaborate with HRIS, Payroll, and Finance to ensure system accuracy and integration
- Identify opportunities to improve operational efficiency, reduce errors, and strengthen the alignment and integrity of compensation data across systems, reporting, and workflows.

### **Perform other duties as assigned (5%)**

- Perform other duties as assigned.

### **Education and Training**

- Bachelor's degree in human resources, business administration, finance, or a related field.

### **Experience**

- Three to five (3–5) years of progressively responsible experience in compensation administration, human resources, finance, or workforce analytics.
- Experience leading compensation programs, including job evaluation, salary structure administration, and market benchmarking.
- Experience supervising or leading staff.

### **Skills, Knowledge, and Competencies**

- Ability to promote and follow district policies and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Strong analytical and problem-solving skills with the ability to interpret complex compensation data.
- Advanced written and verbal communication skills.

- Strong project management and organizational skills.
- Knowledge of compensation principles, including salary structure design, job evaluation methodologies, market benchmarking, and pay equity practices.
- Knowledge of federal and state wage and labor regulations, including the Fair Labor Standards Act (FLSA).
- Proficiency in HRIS systems, compensation management systems, and data analysis tools.

### **Certificates, Licenses & Registrations**

- Valid Colorado driver's license.
- Criminal background check and fingerprinting required for hire.

### **Preferred Qualifications**

- Professional HR certifications such as SHRM-CP, SHRM-SCP, PHR, SPHR, or Certified Compensation Professional (CCP).
- Experience working in a public sector or school district human resources environment.
- Experience working with enterprise HR systems such as Oracle HCM or similar HRIS platforms preferred.

### **Supervision/Technical Responsibility**

- Directly supervises four (4) Compensation Specialists and one (1) Compensation Technician responsible for compensation administration and related processes.
- Responsible for hiring, training, assigning work, directing work, evaluating performance, and addressing employee concerns within the compensation team.
- Provides technical leadership and guidance to district administrators and HR staff on compensation policies and practices.

### **Budget and Resource Responsibility**

- Provides input into the development, administration, and monitoring of compensation-related budgets and workforce planning initiatives.
- Supports financial modeling and analysis related to staffing structures, salary adjustments, and organizational changes.

### **Physical Demands, Mental Demands, and Work Environment**

*The demands described below are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

- Frequently: Stand, walk, and reach with hands and arms.
- Regularly: Sit; use hands to finger, handle, or feel; talk; hear; and lift and move up to 10 pounds.
- Occasionally: Climb or balance, stoop, kneel, crouch, or crawl, and lift and move up to 50 pounds.
- Specific vision abilities: Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment**

- Regularly: Work indoors.
- Noise level: Quiet, moderate

## **Mental Functions**

- Frequently: Instruct and use interpersonal skills.
- Regularly: Compare, analyze, communicate, copy, coordinate, compute, synthesize, evaluate, and compile.
- Occasionally: Negotiate.

## **Our Priorities**

*Aurora Public Schools (APS) fosters a respectful, inclusive workplace where every employee is valued and empowered to advance our vision—Every Student Shapes a Successful Future—and our mission to accelerate learning for all students. In partnership with our community, we recruit, hire, and retain a diverse, highly qualified workforce, believing representation reflective of our communities best prepares students for a pluralistic society. APS is an equal opportunity employer: we provide employment opportunities in all phases of the process without regard to race, color, religion, sex, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, age, marital status, disability, pregnancy or related conditions, creed, veteran status, or any other status protected by law.*